

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Site Supervisor

OPENING DATE: 01-08-07

CLOSING DATE: 01-22-07

DEPARTMENT: Macomb County Community Services Agency

SALARY RANGE: \$9.12/hr to \$10.73/hr

CURRENT HOURS AND STARTING TIME: Part-time **GRANT FUNDED** (20 hours per week) position; the starting time for this position currently is 9:00 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of the Field Supervisor, assists in the planning of activities and serving of meals to Senior Citizen Nutrition program participants; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Maintains accurate records of necessary documentation for agency and funding source.
- Compiles and submits weekly and monthly forms in accordance with established procedures.
- Train, supervise, and evaluate kitchen aide.
- Organizes food service operation with staff as required for congregate site and home delivered meal routes.
- Ensures compliance with established health, sanitary and safety regulations.
- Plans regular activities, speakers and special events, which create an information base for senior issues and a pleasant and friendly atmosphere which will encourage senior participation.
- Utilizes and operates steam table, coffeepots, electrical heating units which maintain temperature of food, refrigerator, stove and an oven.
- Assists kitchen aide with site clean-up after serving.

ESSENTIAL FUNCTIONS (continued):

- Orders and maintains inventory of supplies as needed to maintain site operation in an orderly manner.
- Attends staff meetings, in-service or trainings as scheduled.
- Lifts and carries supplies and equipment that weigh up to 35 pounds.
- Operates an automobile while performing assigned duties.

ADDITIONAL FUNCTIONS:

- Recruits volunteers from site when assistance is needed.
- Assists in serving meal as necessary.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational development Test.
- Previous supervisory experience is preferred.
- Successful completion of the probationary period for the position of Site Supervisor
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Ability to coordinate food service programs to the elderly.
- Organizational ability and initiative.
- Possess the ability to supervise, direct and motivate others.
- Ability to establish and maintain effective working relationships with staff, community agencies and the public.
- Effective written and oral communication skills.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER